

## Law School Administrator— Cont.

- A new Keyword Search capability is available for administrators to search for a name of an applicant or recommender.
- The Master Recommender Directory is a new feature where each law school uploads a directory of all their faculty contact information. Applicants from the law school then access the Master Recommender Directory to select their professors for requesting recommendation letters—thus applicants will no longer have to type in the name and e-mail address of their faculty recommenders.
- Administrators will have access to an improved Reports Function within OSCAR.



## Judges

- Judges can sort and screen all of their applications with a few mouse clicks. The sorting and screening tools allow judges to review their entire pool of applicants and to more easily select those who meet their requirements.
- Judges can manage their applications by using electronic folders. Judges can create folders, name them to their specific needs, and electronically move applications into the appropriate folder.
- OSCAR will prepare a package for printing of only the applicants and their application documents designated by the judge. For example, a judge may choose to only review the resumes of the applicants who meet the judge's search criteria.
- The e-mail feature in OSCAR provides the capability for judges to communicate with all their applicants or a designated group of applicants. Judges can e-mail their applicants to set up interviews, thank them for applying, and notify them that the clerkship is closed.

## OSCAR Resources

### Website:

<http://oscar.dcd.uscourts.gov>

### OSCAR Help Desk:

Telephone: 202-354-3005

E-mail:  
[oscar-support@dcd.uscourts.gov](mailto:oscar-support@dcd.uscourts.gov)

### Check Out Our New Weblog:

The OSCAR Program Office implemented the new Weblog feature that allows OSCAR users to post questions and share tips and tricks with their colleagues and the OSCAR Help Desk. Go to the website listed above and click on the OSCAR Weblog link. Users can view questions and tips/tricks posted, post questions and comments, and sign-up to receive new postings via e-mail.

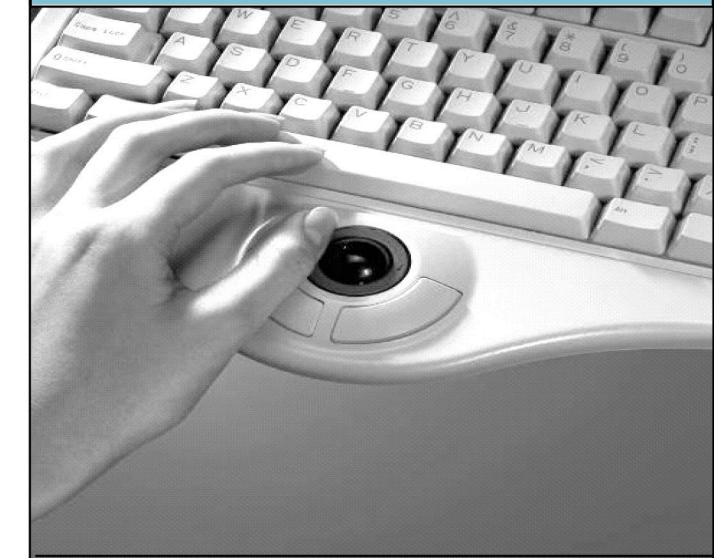


# OSCAR



## Online System for Clerkship Application and Review (OSCAR)

<http://oscar.dcd.uscourts.gov>



# Online System for Clerkship Application and Review (OSCAR)

## What Is OSCAR?

The Online System for Clerkship Application and Review (OSCAR) enables clerkship applicants to select the federal judges to whom they wish to apply and build and submit their applications online. Applicants upload cover letters, resumes, grade sheets, and writing samples and submit electronic requests for recommendation letters to their recommenders. OSCAR electronically invites the recommenders to log onto the system and upload letters of recommendation on behalf of the applicants. When the applications are complete, judges log on and begin the hiring process.

The OSCAR System is a collaborative project sponsored by the U.S. District Court for the District of Columbia, U.S. District Court for the Middle District of Pennsylvania, U.S. Court of Appeals for the Third Circuit, and U.S. Court of Federal Claims. OSCAR is funded by the Administrative Office of the U.S. Courts and is available to all federal judges.

Last year, 385 federal judges used the system with representation from every judicial circuit. These judges received a total of 94,693 applications from 7,995 applicants. The applications were accompanied by 232,914 letters of recommendation, written and uploaded by 9,100 recommenders. With a successful first year behind us, OSCAR Version 2.0 will be available on May 15, 2006 for the 2007 clerkship hiring season.

## System Features

- Applicant submission consists of an applicant profile form, resume, cover letter, grade sheets, writing sample, and letters of recommendation.
- Separate user interfaces for applicants, recommenders, law schools, and judges.
- Release of applications to judges complies with the judiciary's Clerkship Hiring Plan. Alumni applications are viewable at the time of submission. Applications from students graduating in 2007 will be available for review on September 6, 2006 at noon EST.

## Applicants

- Clerkship applicants can register online for an account, research clerkship openings, upload application documents, submit requests for recommendation letters, and post applications—all within the OSCAR System.
- The OSCAR System has a 300kb file size limit for each document uploaded to the system.
- All application materials must be uploaded in .pdf format (e.g., Adobe Acrobat).
- Grade sheets replace official transcripts. Judges will accept typed grade sheets as part of the application packet in OSCAR and may request official transcripts be forwarded via mail/e-mail.
- Clerkship search capability allows applicants to search for open clerkships based on geographic location, court type, and judge type.
- An online editor with mail merge capabilities streamlines the cover letter uploading process so that applicants can create a cover letter(s) in the online editor and designate the letter for multiple judges.
- Applicants can easily select faculty recommenders from a Master Directory and identify non-faculty recommenders by entering in contact information, thus generating an Evite e-mail to the recommender.

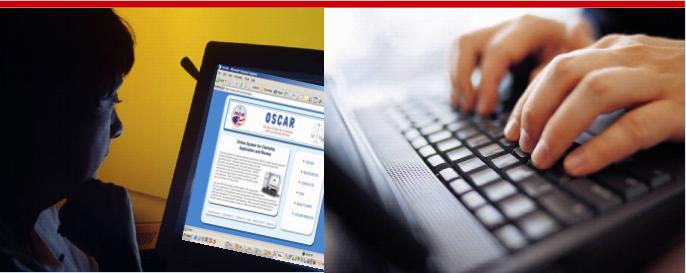


## Recommenders

- Recommenders receive an initial Evite e-mail from OSCAR with login information.
- An online editor with mail merge capabilities allows recommenders to create a recommendation letter and submit the letter to multiple judges. A new Select All field is available so that recommenders can upload one letter to all the judges on behalf of an applicant.
- Recommenders have the ability to search for applicant names.
- A new feature is available that allows recommenders to preview, edit, delete, and copy recommendation letters.

## Law School Administrator

- Administrators have access to their applicants and faculty accounts through the "Login As" feature and can upload documents on their behalf.
- Administrators can communicate with their applicants and faculty recommenders on any issues pertaining to OSCAR and clerkship hiring through the new e-mail feature.
- The Law School Administrator Interface allows each law school to setup additional administrator accounts within that law school and assign system rights.



**Clerkships Available — Apply Within**